

Data Load Instructions

The Registrar has adopted a process for loading data into the registry using a batch process. An Excel (Version 97) spreadsheet template has been developed for the convenience of parties submitting data. **Strict adherence to the data load format is necessary to ensure that your data can be successfully loaded.** Note that the Terms worksheet is under development and will be available in a later release. If you have additional questions, contact Larry Fitzwater, Registrar, at fitzwater.larry@epa.gov.

Submittal Instructions:

Helpful Hints

The column headings in the templates contain comment text that describes guidelines for data entry specific to each column. The top rows in each worksheet (yellow section) contain example information for guidance in populating the spreadsheet. **Columns with red labels are required. Columns with blue labels are conditional. Do not enter data in grey or hidden columns.**

When recording substance information, it may be helpful to >hide= columns that are not being populated. For example, when recording information from a regulation on the Substances worksheet, hiding columns C to O may make recording information easier and quicker.

You may want to use the Excel auditing feature to validate your data entry, e.g. values that are outside the maximum value limits. Ensure that the auditing toolbar is displayed by pointing to Auditing on the Tools menu, and then check the Show Auditing Toolbar command. On the Auditing Toolbar, click Circle Invalid Data.

Ensure that there are no hard returns or other control characters (tab, indent, etc.) in your spreadsheet. Quote delimited, comma separated text files are created from the information submitted in the template for database registration.

Ensure that all cells are in text format.

Data Preparation Instructions

1. Verify that the following items were supplied:

- C Data Load Instructions with helpful hints
- C Data Load Template Spreadsheet (An Excel Spreadsheet containing 5 worksheets labeled: Instructions, Supplemental Data, Metadata, Terms, Substances)
- C Column Description Table
- C Completion Check List

2. Read through the Data Load instructions for helpful hints, review the Column Description Table, and familiarize your self with the data load template. (An electronic version of the Data Load Instructions is provided in the Data Load Template Spreadsheet, Worksheet 1, labeled Instructions.)
3. Gather pertinent items such as data dictionaries, data models, electronic files, etc., needed to complete the load file.

Hint: Visiting the Environmental Data Registry (<http://www.epa.gov/edr/>) is a good way to familiarize yourself with the types of recorded information.

4. SUPPLEMENTAL DATA WORKSHEET. A supplemental data section must be completed for any resource that is new to the registry. If a registry record already exists for a source, the assigned acronym should be used in the spreadsheet. Complete the source and supplemental information data worksheet labeled Supplemental Data in the Data Load Template spreadsheet. Enter information in either the Document, System, Regulation, or Citation section depending on the source of the provided data. Complete the Contact Section for the point of contact for the submitted data.
5. METADATA WORKSHEET. Complete the Worksheet labeled Metadata for all data elements you want to register. Enter data according to the instructions in the Metadata Column Description Table. A supplemental data section must be completed for any resource that is new to the registry. If a registry record already exists for a source, the assigned acronym should be used in the spreadsheet.

Hint: The column headings in the data load template spreadsheet contain comment text on guidelines for data entry specific to each column. Comment display may appear truncated if the *Freeze Pane* option in Excel is invoked and the cursor is not in the first row. Comment boxes can be resized with the *View Comments* option.

Columns with red labels are required. Columns with blue labels are conditional. Do not enter data in grey or hidden columns. Use uppercase and lowercase letters to enter data in the spreadsheet, except when entering physical column, table, field, or file names (Columns AG and AI). These exceptions should be entered using the exact letter case as in your application, e.g., APP_ID, Time-Date, count_rec_log. Logical column, table, field, file, or screen label names should be entered using mixed case, e.g., Code Set, Application type. The Excel auditing features can be used to validate data entries, e.g., values that are outside the maximum value limits.

Hint: To ensure that the auditing tool bar is displayed, point to *Auditing* on the Tools Menu, and then check the Show Auditing Toolbar Command. On the Auditing tool bar, click *Circle Invalid Data*.

Examples of data elements are provided in rows 2 through 11. Row 2 contains complete information for a data element that does not have a list of permissible values (nonenumerated). Row 3 contains complete information for a data element that does have a list of permissible values (enumerated). Permissible values are contained in the rows immediately following the data element. Rows 4 through 6 contain sample permissible values associated with the data element in row 3. (Note that all cells preceding the permissible value cell have been left blank in the rows containing a permissible value, a value meaning name, and a value meaning definition.) Rows 7 through 11 show examples of incomplete data element information that meet the minimum requirements for data registration. Row 7 illustrates an incomplete non-enumerated data element, while row 8 gives an example of an incomplete enumerated data element with permissible values (rows 9-11). **(As a minimum requirement for registration, the data in columns with red color-coded headings must be completed. Data elements registered with this minimum set will be set to a status of “Incomplete” until such time as the remainder of the spreadsheet information is provided.)**

6. TERMS WORKSHEET. This worksheet is under construction.
7. SUBSTANCES WORKSHEET. A supplemental data section must be completed for any resource that is new to the registry. If a registry record already exists for a source, the assigned acronym should be used in the spreadsheet.

Columns with red headings indicate that the information requested is mandatory.

Columns with blue headings are conditional and generally dependent on the type of information being provided. At least one section of the blue headings must be completed (either a systematic name, a synonym name, or a name in regulation) with associated context or source. If a systematic name, verified from a source such as Chemical Abstracts Service, is known, it should be entered in the Systematic Name column with a Systematic Name Context. All names that come from a source, such as a document or data system, should be recorded under the synonym column with the document or data system being used as the Synonym Source Acronym. All names that come from a regulation should be recorded in the Regulation Section of the worksheet. Examples of the type of information that may be registered can be found in the Substance Registry System, <http://www.epa.gov/srs/>.

Most columns in the spreadsheet have comments attached that detail the type of information that may be entered into the column. For some columns there are examples of the type of information or valid values that can be entered.

8. ALL WORKSHEETS. Verify data entered in the spreadsheet and check spelling. Use the completion checklist below to ensure that all tasks have been completed. Extraneous characters and extra returns will cause problems in data loading. Please check carefully that these have been eliminated.

Submit the completed spreadsheet. Data must be in an IBM-compatible format. Transmit data by either 1) sending a 3.5" IBM-formatted disk, or 2) attaching the file to an E-mail.

You can get further assistance by contacting:

Michael Pendleton
Data Standards Branch
Office of Environmental Information
USEPA Headquarters, 1200 Pennsylvania Ave., N.W.
Washington, DC 20460
Phone: (202) 566-1658
Fax: (202) 566-1639
Email: pendleton.michael@epa.gov

Data Load Spreadsheet Completion Check List

Yes	No	Action
		ked to ensure that no hard returns or other control characters appear text.
		ked the spreadsheet data for spelling errors with an electronic spelling tool.
		atted all cells as text.
		validated the spreadsheet information to ensure that all required data ns are complete.
		completed the Supplemental Data worksheet.

Metadata Column Description Table

The following table contains descriptions of the type of information that is required in each column of the loading template spreadsheet. Additional guidance can be found in notes attached to the top of each column in the template.

Data Load Column Descriptions				
Column	Column Header	Column Description	Data Type and Length	Required?
A	Sequence Number	Required: A sequential number used during the data load process to uniquely identify a record.	Number 7	Yes
B	Conceptual Domain Name	Optional: A text field used to enter the name of the conceptual domain. A conceptual domain is a set of all possible, valid value meanings of a data element concept expressed without representation. Where the content of the value meanings are the same for more than one data element/data element concept/value domain, the conceptual domain can be reused for multiple data element concepts. A conceptual domain name must be unique in the EDR.	Alphanumeric 60	(Only if Conceptual Domain Definition is not null.)
C	Conceptual Domain Definition	Optional: A text field used to enter the definition of the conceptual domain. Includes the entire body of information that might be included as the meanings of the data values in a particular data element for a particular concept.	Alphanumeric 240	(Only if Conceptual Domain Name is not null.)
D	Object Class ID	Leave Blank: An identification number used to relate the new entry to an existing object class. (To be completed by a EDR Analyst. Do not enter data in this column.)	Number 7	
E	Object Class Role Name	Optional: A text field used to enter the name of the object class role. An object class is a set of ideas, abstractions, or things in the real world that can be identified with explicit boundaries and meaning. There is a pre-existing list of acceptable object class role names. If the list does not contain the desired value, a request must be made in writing for the addition of a new object class. Valid values: Object, Property, Relationship	Alphanumeric 12	No
F	Data Concept Definition	Optional: A text field used to enter the definition of the data concept. This must be unique in the EDR.	Alphanumeric 240	(Only if Data Concept Definition, Name, or Name Context is not null then all three are required.)

Data Load Column Descriptions				
Column	Column Header	Column Description	Data Type and Length	Required?
G	Data Concept Name	Optional: A text field where the data concept name is entered. The data element concept is the idea for which the conceptual domain contains representative values. The term Alabel@ indicates that the concept is related to identification. The combination of a data concept name and a data concept name context must be unique in the EDR.	Alphanumeric 60	(Only if Data Concept Definition, Name, or Name Context is not null then all three are required.)
H	Concept Context	Optional: A text field describing the data concept context. There is a pre-existing list of acceptable data contexts (e.g., registry, standard, legacy, short abbreviation). If the list does not contain the desired value, a written request must be made to the database manager for the addition of a new data concept context. The combination of a data concept name and a data concept name context must be unique in the EDR.	Alphanumeric 30	(Only if Data Concept Definition, Name, or Name Context is not null then all three are required.)
I	Value Domain Definition	Required: A text field for the definition of the value domain, which is a set of permissible values for a data element. A value domain definition must be unique in the EDR.	Alphanumeric 2000	
J	Code Set Indicator	Required: A text field used to enter the code set indicator. There is a pre-existing list of acceptable code set indicators. The acceptable values are Y (for yes) and N (for no) . If set to yes, the value domain will appear as a downloadable set of the code set page.	Alphanumeric 1	Yes
K	Value Domain Type Name	Required: A text field describing the value domain type name. The acceptable values for value domain type name are ANonenumerated@ and AEnumerated.@ Nonenumerated domains have an open ended set of values. Enumerated domains have a finite list of permissible values.	Alphanumeric 15	Yes
L	Value Domain Data Type	Required: This is a text field describing the value domain data type. Data type is the format used for the collection of letters, digits, and/or symbols, to depict values of a data element, determined by the operations that may be performed on the data element. The values for the pre-existing list of acceptable value domain data types are alphanumeric, date, time, timestamp, integer, numeric, and real . If the list does not contain the desired value, a request must be made in writing for the addition of a value domain data type.	Alphanumeric 20	Yes
M	Minimum	Required: This is a text field with the minimum number of characters for a	Alphanumeric 5	Yes

Data Load Column Descriptions				
Column	Column Header	Column Description	Data Type and Length	Required?
	Characters Allowed	value domain.		
N	Maximum Characters Allowed	Required: This is a text field where the maximum number of characters for a value domain is entered.	Alphanumeric 5	Yes
O	Value Domain Format Text	Required: This is a text field that describes the acceptable format of a value domain. Alphanumeric is defined as A(n), where AA@ represents alphanumeric and An@ is the maximum field length for the data element value. Numeric is represented as N(n.d) where the data value has n digit to the left and d digits to the right of the decimal point. Integer format is designated as I and date as D.	Alphanumeric 240	Yes
P	Submitting Organization	Leave Blank: This is a text field listing the submitting organization for a data element. A submitting organization is the office that has submitted the data element for registration. There is a pre-existing list of acceptable submitting organizations. If the list does not contain the desired value, a written request must be made to the database manager for the addition of a new submitting organization. (To be completed by a EDR Analyst. Do not enter data in this column.)	Alphanumeric 20	

Q	Registration Status	Leave Blank: This is a text field listing the administrative status for a data element. There is a preexisting list of acceptable administration statuses. The administrative status for a new data element that has a registration status of Incomplete@ is AAwaiting Information.@ When all mandatory attributes are complete and the registration status has been changed to ARecorded,@ the administrative status is updated to AIn Quality Review.@ Other administrative status designations are determined by the Registration Authority. The values in registration status and administrative status are related, and only certain pairs of values are allowed. (To be completed by a EDR Analyst. Do not enter data in this column.)	Alphanumeric 25	
R	Administrative Status	Leave Blank: This is a text field listing the administrative status for a data element. There is a pre-existing list of acceptable administration statuses.	Alphanumeric 25	

		<p>The administrative status for a new data element that has a registration status of AIncomplete@ is AAwaiting Information.@ When all mandatory attributes are complete and the registration status has been changed to ARecorded,@ the administrative status is updated to AIn Quality Review.@ The Registration Authority determines all other registration and administrative status designations.</p> <p>(To be completed by a EDR Analyst. Do not enter data in this column.)</p>		
S	Example	Required: This is a text field showing an example of the kind of data value that can be stored in the data element.	Alphanumeric 240	Yes
T	Representation Class	<p>Required: This is a text field listing the representation class for the data element. Representation class is the form of expression or classification of the data element. There is a pre-existing list of acceptable representation classes: Amount, Code, Count, Date, Group, Measure, Number, Quantity, Rate, Text, Timestamp and Time. If the list does not contain the desired value, a written request must be made to the database manager for the addition of a new representation class.</p>	Alphanumeric 30	Yes
U	Data Steward ID	<p>Leave Blank: This ID relates the new entry to an existing data steward record. A data steward is the individual who has been assigned by a submitting organization to be responsible for authorizing and maintaining one or more data elements. There is a pre-existing list of acceptable data stewards. If the list does not contain the desired value, a written request must be made to the database manager for the addition of a new data steward.</p> <p>(To be completed by a EDR Analyst. Do not enter data in this column.)</p>	Number 7	
V	Data Element Name Context	<p>Required: This text field describes the data element context. There is a pre-existing list of acceptable data element name contexts. If the list does not contain the desired value, a written request must be made to the database manager for the addition of a new data element context. Valid values: FGDC, French, Legacy, Long Abbreviation, Medium Abbreviation, Registry, SGML Tag, Short Abbreviation, Standard</p>	Alphanumeric 40	Yes
W	Data Element Name	Required: This text field is used to enter the name of a data element.	Alphanumeric 100	Yes
X	Data Element Definition	<p>Required: This text field is used to enter the data element definition. A data element definition defines a data element with words or phrases that describe, explain, or make definite and clear its meaning. This field must be unique. This field does not include examples.</p>	Alphanumeric 2000	Yes
Y	Note Description	Optional: This text field that can be used to capture usage, procedure, and other explanatory information that is not appropriate to include in the	Alphanumeric 2000	

		definition attribute, e.g., examples, categories.		
Z	Document ID	Leave Blank: The Document ID is necessary to relate the new entry to an existing document record. There is a pre-existing list of currently registered documents. A data element comes from either a document or a system. If Document ID is populated, System ID will be null. (To be completed by a EDR Analyst. Do not enter data in this column.)	Number 7	
AA	System ID	Leave Blank: The System ID is necessary to relate the new entry to an existing system record. There is a pre-existing list of currently registered systems. A data element comes from either a document or a system. If the System ID column is populated, the Document ID column will be null. (To be completed by a EDR Analyst. Do not enter data in this column.)	Number 7	
AB	Origin Indicator	Leave Blank: This text field indicates if the current source (either a document or a system depending on which is recorded in the Document ID or the System ID columns) is the original source of a data element. The acceptable values are Y (for Yes) or N (for No). (To be completed by a EDR Analyst. Do not enter data in this column.)	Alphanumeric 1	
AC	Group ID	Leave Blank: This ID is necessary to relate the new entry to an existing group. There is a pre-existing list of acceptable groups. The name of a group must be unique in the EDR. (To be completed by a EDR Analyst. Do not enter data in this column.)	Number 7	
AD	Permissible Value Name	Optional: This text field is where the name of a permissible value is entered. The permissible values are the exact names, codes, and text that can be stored in a data field in an information management system. Permissible values are entered in association with the value domain.	Alphanumeric 250	(Only if Enumeration is entered in the Value Domain Type Name column.)
AE	Value Meaning Name	Optional: This text field is used to enter the name of a value meaning. Often the value meaning becomes the permissible value of that value meaning in a data element with Aname@ representation. The value meaning name should be more descriptive than the permissible value name, more concise than the value meaning definition, and contain keywords related to the value meaning.	Alphanumeric 1000	(Only if Enumeration is entered in the Value Domain Type Name column.)
AF	Value Meaning Definition	Optional: This text field is where the value meaning definition is entered. A value meaning is the meaning (description) of a permissible value that will be stored in a data element. The value meaning can be a code in cases where the permissible value name is the text describing the code.	Alphanumeric 2000	(Only if Enumeration is entered in the Value Domain Type Name column.)

				column.)
AG	Source Name	Required: This text field is used to enter the source name, e.g., the physical name of a table, file, or screen where data is stored or displayed.	Alphanumeric 240	Yes
AH	Column Name	Required: This text field is used to enter the column name. The column name is the physical name of the column in the table, the field in the file, or the label on the screen that represents the data element.	Alphanumeric 100	
AI	Source Context Name	Required: This text field describes the name context of the source. There is a pre-existing list of acceptable data element name contexts. If the list does not contain the desired value, a written request must be made to the database manager for the addition of a new source context name. Acceptable values are Table, File, and Screen . A table is defined as any electronic database object (i.e., Oracle, Access). A file is defined as any type of flat file, i.e., Legacy System. A screen is defined as an electronic entry form.	Alphanumeric 6	Yes

Substances Column Description Table

The following table contains descriptions of the type of information that is required in each column of the loading template spreadsheet. Additional guidance can be found in notes attached to the top of each column in the template.

Substances Column Descriptions				
Column	Column Header	Column Description	Data Type and Length	Required?
A	Type of Identification Number	<p>Required: The type of identification number provided is required. Common identification numbers include:</p> <p>CAS - Chemical Abstract Service Registry Numbers TSN - Taxonomic Serial Number ICTV - International Committee on Taxonomy of Viruses Database Identifier</p> <p>If an identification number is not available or the substance has an EPA Identification Number beginning with the letter E, enter EPA in this column.</p>	Alphanumeric 10	Yes
B	Identification Number	<p>Required: An identification number is required. Common identification numbers include:</p> <p>CAS - Chemical Abstract Service Registry Numbers - formatted as #####-##-# or ##### (add leading zeros - 000050000 or 50-00-0) TSN - Taxonomic Serial Number - ##### (no leading zeros required) ICTV - International Committee on Taxonomy of Viruses Database Identifier - ##.##.### (like 06.0.2.0.006) EPA - EPA Identification Number - E##### (like E762195)</p> <p>If an identification number is not available, leave this column blank.</p>	Alphanumeric 9	Yes
C	Systematic Name	<p>Conditional: For chemicals, a systematic name is generally one that conforms to the Chemical Abstracts Service 9th Collective Index (CI) rules, although 8th CI or CAS names can be used if noted in the context.</p> <p>For biologicals, a systematic name is generally from the Integrated</p>	Alphanumeric 2000	Conditional. Columns with blue headers are conditional. Either a systematic name (with systematic name

Substances Column Descriptions				
Column	Column Header	Column Description	Data Type and Length	Required?
		<p>Taxonomic Information System (ITIS). Biologicals that have not yet been registered in ITIS may use a name from an alternate source. Information about the alternative source must be provided on the supplemental data worksheet.</p> <p>For physical properties and other substances, a systematic name is one that is descriptive of the property or substance being registered. A source of the name must be provided and the source must be described on the supplemental data worksheet.</p>		context), a synonym name (with synonym source), or the name given in a regulation (with regulation source) must be provided for each item in the spreadsheet.
D	Systematic Name Context	Conditional: The systematic name context is the source of the systematic name. The context can be provided as an acronym (please define all acronyms on the supplemental data worksheet of this spreadsheet) or the full name of the source can be entered.	Alphanumeric 25	Conditional. Columns with blue headers are conditional. Either a systematic name (with systematic name context), a synonym name (with synonym source), or the name given in a regulation (with regulation source) must be provided for each item in the spreadsheet.
E	Type Code	<p>Optional: In some cases the substance being registered may not clearly represent a single unique item. For chemicals, the type code could be Generic, Regulatory Category, UVCB, or Waste Stream.</p> <p>For biologicals, the type code could be Class, Family, Infraorder, Kingdom, Genus, Group, Order, Phylum, Species, Superfamily, Subclass, Subfamily, Suborder, Subphylum, Subspecies, Strain, Tentative Species, Tribe, Type, or Variety. Biologicals can also be Mixture or UVCB.</p>	Alphanumeric 20	No

Substances Column Descriptions				
Column	Column Header	Column Description	Data Type and Length	Required?
		If one of the type codes listed does not describe the substance being entered, enter a term that is descriptive and highlight it with green so that it can be reviewed prior to registration.		
F	Molecular Formula	Optional: The number of atoms of each element in molecule of a chemical substance.	Alphanumeric 100	No
G	Molecular Weight	Optional: The sum of the atomic weights of constituent atoms in a molecule of a chemical substance.	Numeric 10	No
H	Definition Text	Optional: The definition text is text that explains or clarifies the substance being registered. Most often used for items that have a type code, such as a description of a group.	Alphanumeric 100	No
I	Comment Text	Optional: General comments regarding the item being registered, such as recording an alternate CAS number. Notes that might provide additional information about the identification of the substance that may be useful to the registrar could be recorded here.	Alphanumeric 1000	No
J	Synonym Source Acronym	<p>Conditional: Each synonym listed must have a systematic name recorded either in this spreadsheet or already registered as a substance by EPA. (To check if a substance is registered, use the Substance Registry System - www.epa.gov/srs/.)</p> <p>A source should be provided for each synonym listed. The source can be provided as an acronym (please define all acronyms on the supplemental data worksheet of this spreadsheet) or the full name of the source can be entered.</p>	Alphanumeric 25	Conditional. Columns with blue headers are conditional. Either a systematic name (with systematic name context), a synonym name (with synonym source), or the name given in a regulation (with regulation source) must be provided for each item in the spreadsheet.
K	Synonym	Conditional: A synonym is an alternative word or words used for the substance being registered. A source for each synonym should be provided. A source could be a data system, document, or similar	Alphanumeric 1000	Conditional. Columns with blue headers are conditional. Either a

Substances Column Descriptions				
Column	Column Header	Column Description	Data Type and Length	Required?
		resource. If the substance is from a regulation, refer to the regulation section of this worksheet in columns to the right.		systematic name (with systematic name context), synonym name (with synonym source), or the name given in a regulation (with regulation source) must be provided for each item in the spreadsheet.
L	Alternate ID	Optional: The identification number/s used for identification of the substance should be recorded here.	Alphanumeric 250	No
M	Alternate ID Context	Optional: The acronym (or name) for the type of alternate ID, such as Hazardous Waste Code, PC Code, STORET Parameter Code, etc.	Alphanumeric 25	No
N	Synonym Status	Optional: Additional information about the synonym. Valid values: Ambiguous, Confidential, Format Error, Inaccurate, Incomplete, Misspelled, Product, Name, Truncated, ANSI Name, ISO Name, IUPAC Name, or USAN Name.	Alphanumeric 100	No
O	Synonym Comment	Optional: Any comments regarding the use of the synonym should be recorded here.	Alphanumeric 1000	
P	Regulation Acronym	Conditional: A source should be provided for each name in regulation listed. The source can be provided as an acronym (please define all acronyms on the supplemental data worksheet of this spreadsheet) or the full name of the source can be entered.	Alphanumeric 25	Conditional. Columns with blue headers are conditional. Either a systematic name (with systematic name context), a synonym name (with synonym source), or the name given in a regulation (with regulation source) must be provided for

Substances Column Descriptions				
Column	Column Header	Column Description	Data Type and Length	Required?
				each item in the spreadsheet.
Q	Name in Regulation	Conditional: A name in regulation is the word or words used for the substance in a regulation. A source for each name in regulation should be provided. The name should be exactly as it appears in the regulation. If there are any errors, such as misspelling, please note the type of error in the status column.	Alphanumeric 2000	Conditional. Columns with blue headers are conditional. Either a systematic name (with systematic name context), a synonym name (with synonym source), or the name given in a regulation (with regulation source) must be provided for each item in the spreadsheet.
R	Alternate ID/s in Regulation	Optional: The alternate ID for the substance that is used in a regulation or related information system, such as Hazardous Waste Code, PC Code, STORET Parameter Code, etc.	Alphanumeric 250	No
S	Alternate ID Context	Optional: The acronym (or name) for the type of alternate ID, such as Hazardous Waste Code, PC Code, STORET Parameter Code, etc.	Alphanumeric 25	No
T	Reason for Regulation	Optional: A notation about why the substance has been regulated, such as hazardous substance, toxic, etc., should be recorded here using the terms or terms found in the regulation.	Alphanumeric 100	No
U	Effective Date in Regulation	Optional: The date a substance was first regulated under this regulation. This date may be the first time a substance appeared on this particular list of regulated substances or a specific date when regulation began.	Date 8, YYYYMMDD	No
V	End Date in Regulation	Optional: The date a substance was no longer regulated under this regulation. This date may be when a substance no longer appeared on this particular list of regulated substances or a specific date when regulation ended.	Date 8, YYYYMMDD	No

Substances Column Descriptions				
Column	Column Header	Column Description	Data Type and Length	Required?
W	Regulation Name Status	Optional: Additional information about the synonym. Valid Values: Ambiguous, Confidential, Format Error, Inaccurate, Incomplete, Misspelled, Product , Name, Truncated, ANSI Name, ISO Name, IUPAC Name, or USAN Name.	Alphanumeric 100	No
X	Regulation Name Comment	Optional: Comments regarding the use of the name in a regulation should be recorded here.	Alphanumeric 1000	No
Y	Group ID	Optional: If this substance is a group or a member of a group, this column should indicate the group ID. A group ID can be a CAS number, an EPA Identifier, TSN, or other identifier. If a number is not known, enter the group name in the next column of this spreadsheet. Both name and ID should be entered if available.	Alphanumeric 9	No
Z	Group Name	Optional: If this substance is a group or a member of a group, this column should indicate the group name. If a name is not known, enter the group identifier in the previous column of this spreadsheet. Both name and ID should be entered if available.	Alphanumeric 1000	No
AA	Component ID	Optional: If this substance is a group of several components, this should be a list of identifiers of the components in the group. (Components can be identified by CAS number, EPA Identifier, TSN, or other identifier. If a number is not known, enter the component name in the next column of this spreadsheet. Both ID and name should be entered if available.)	Alphanumeric 9	No
AB	Component Name	Optional: If this substance is a group of several components, this should be a list of components in the group. (If the name is not known, enter the component ID numbers in the previous column of this spreadsheet. Both name and ID should be entered if available.)	Alphanumeric 1000	No
AC	Related URL	Optional: Any URLs that might provide additional information about the substance being registered, such as MSDS, factsheet, etc.	Alphanumeric 1000	No
AD	Additional Comments	Optional: Any additional comments that the data producer feels may be helpful to the registration staff.	Alphanumeric 1000	No

GLOSSARY

Abstract	Text that summarizes the essentials of a system or a document.
Acronym	A word or words formed from the initial letter or letters of each of the successive parts or major parts of a compound term.
Address	The physical and mailing location to include the street number and name, city, state, country, and zip code.
Alphanumeric	Data expressed in alphabetic, numeric, special (e.g. space, dash, underscore, etc.) or combination of alphabetic, numeric, and special characters.
Amount	The sum total of two or more quantities; an aggregate.
Application Software	The programs and languages that are utilized by the system.
Available Linkage	The connectivity used to access the system. (e.g. www.epa.gov/edr)
Available Linkage Type	The type of connectivity used to access the system. (e.g. URL)
Author	The writer(s) of the document.
Approving Manager	The name of the manager with approval authority for the document.
Code	A set of alphanumeric characters used to represent something.
Contact Type	The association of the person affiliated with a document or system, usually a Point of Contact (POC), Data Steward, or Distributor.
Count	A number ascertained by counting the units in a collection.
Data Online Retention	The amount of time that immediate accessible data will be stored by the system.
Data Update Cycle	The interval schedule used for data refreshment.
Date	Data that represent a point of time at which a transaction or event takes place, or is appointed to take place.

	Data expressed as a combination of month, day and year.
Description	Text used to describe a document or system.
Email	The electronic address used to contact the person associated with a document or system.
Enumerated	Enumerated domain types are those for which all values can be explicitly expressed in a structured or unstructured list.
Fax	The telephone number of the facsimile machine associated with the document or system.
File	A collection of records.
French	Data that is written in the French language.
Group	A collection of related objects.
Integer	A whole number.
Internet Contact	The person associated with the online accessibility of the document or system.
Legacy	A name that has been used in the past.
Mail Code	A series of numbers, letters, or combination of numbers and letters assigned to the mailing destination of the person affiliated with a document or system.
Measure	The extent, dimensions, quantity, etc. of something ascertained by comparison with a standard.
Name	The word or words by which a particular person, document, system, application, or thing is called and known.
Nonenumerated	Domain type that has an unspecified set of values.
Number	A numeral or group of numerals.
Numeric	Data expressed by numbers, and not letters.
Object	An idea, abstraction, or thing in the real world that can be identified within explicit boundaries.
Organization	The agency or establishment associated with the person affiliated with the document and system.
Other Contacts	Any persons associated with a system or document.
Phone	The telephone number of the person associated with a document

	or system.
Property	A peculiarity common to all members of an object class.
Purpose	The text used to describe the intent of the document or system.
Quantity	The property of magnitude of something.
Rate	Data that establish portions or measures; fixed allowances.
Real	Having an assignable arithmetical or numerical value or meaning; not imaginary.
Registry	The unique name that has been assigned to the data element for registration by a registration authority.
Related Systems	Computer systems associated with the source system.
Relationship	Business-based association between or among entities.
SGML Tag	Data that is represented in the Standard Graphic Markup Language (SGML).
Screen	An electronic display or form.
Standard	A name that has been used in a standard (e.g., ANSI, ISO, or other standard).
Synonym	A name for a substance that is not the systematic name. (Note names found in regulations should be entered in the regulation section of the spreadsheet.)
System Constraint	The restrictions declared against the source system.
System Steward	The person responsible for the source system.
System Update cycle	The interval schedule used for system refreshment.
Table	A collection of data arranged in rows and columns.
Text	A unit of connected speech or writing often composed of one or more sentences that form a cohesive whole.
Time	Data that represent a particular period or part of duration, whether past, present, or future expressed in hours, minutes, seconds or a combination of hours, minutes, and seconds.
Title	The distinguishing name of a system, software, or document.
URL Uniform or Universal Resource Locator	The address of a computer system or a document on the Internet that consists of a communications protocol followed by a colon and two slashes (as http://), the identifier of a computer (as

	www.m-w.com), and usually a path through a directory to a file.
Use Constraint	The registration placed against the use of the source system.
Version Version Number	A number or code assigned to a document or system.
Work Schedule	The normal office hours that a person associated with a system or document is available.